

Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040003-6

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PREPARED BY	EXTENSION	DATE
		27 November 1981
OFFICE, DIVISION, BRANCH, SECTION	CUSTODIAN	LOCATION OF FILES
DA/OIS/CRD		322 Ames Building

TITLE OF FILES
CRD Organization, Mission, & Staffing

DESCRIPTION
Copies of documents which concern the establishment of the Classification Review Division -- proposals, discussion with the various directorates, PMCD deliberations, etc., manning tables, current position control register, list of responsibilities, and related correspondence.

FILING ARRANGEMENT	INCLUSIVE DATES	
Chronological	1977-Present	
MEDIA OF RECORDS	FREQUENCY OF USE	
Paper	Once every one-to-two months	
OFFICE OF RECORD	VOLUME (CUBIC FEET)	RATE OF ACCUMULATION
Various*	1 FILE FOLDER	Negligible
REMARKS		
*DDA; OIS; PMCD; Office of Personnel		

RECORDS INVENTORY WORK SHEET

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OFFICE, DIVISION, BRANCH, SECTION

CUSTODIAN

LOCATION OF FILES

DA/OIS/CRD

322 Ames Building

TITLE OF FILES

CRD Objectives, Planning, and Programming

DESCRIPTION

Copies of documents concerning the Division's MBO and long-range objectives, plans for meeting those objectives, and statistical results.

FILING ARRANGEMENT

INCLUSIVE DATES

Chronological

1979-Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Infrequent

OFFICE OF RECORD

VOLUME (CUBIC FEET)

RATE OF ACCUMULATION

OIS

2 FILE FOLDERS

Negligible

REMARKS

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		27 November 1981
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DA/OIS/CRD		322 Ames Building

Classification Review Guidelines

DESCRIPTION

Copies of policy documents which concern guidelines for the systematic review for declassification of information of foreign government and United States origin. Included are guidelines from various components of the Agency and other U.S. Government agencies, and originals of classification review procedures.

FILING ARRANGEMENT	INCLUSIVE DATES	
Chronological	1974-Present	
MEDIA OF RECORDS	FREQUENCY OF USE	
Paper	Once or twice a month	
OFFICE OF RECORD	VOLUME (CUBIC FEET)	RATE OF ACCUMULATION
CRD	One	Negligible

REMARKS

RECORDS INVENTORY WORK SHEET			
STATION	PREPARED BY	Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040003-6	
STATION			27 November 1981
STATION	OFFICE, DIVISION, BRANCH, SECTION	CUSTODIAN	LOCATION OF FILES
	DA/OIS/CRD		322 Ames Building
TITLE OF FILES			
Foreign Relations of The U.S. (FRUS) Manuscripts			
DESCRIPTION			
<p>Copies of correspondence to and from the Department of State relating to the review of a particular manuscript in the FRUS series. Also included in these files are internal coordinating correspondence with the Directorate of Operations Information Review Officer, and copies of all documents reviewed which are either sanitized or withheld in their entirety.</p>			
FILING ARRANGEMENT		INCLUSIVE DATES	
Chronological		1977-Present	
MEDIA OF RECORDS		FREQUENCY OF USE	
Paper		Frequently	
OFFICE OF RECORD	VOLUME (CUBIC FEET)	RATE OF ACCUMULATION	
CRD	3.5	1 foot per year	
REMARKS			
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OFFICE, DIVISION, BRANCH, SECTION

DA/OIS/CRD

TITLE OF FILES

Liaison

DESCRIPTION

Correspondence developing from liaison relationships with other U.S. Government agencies on matters relating to the systematic review for declassification of information.

FILED ARRANGEMENT

DATE RANGE

Chronological

1977- Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Frequently

OFFICE OF RECORD

WEIGHT (UNCLASSIFIED)

RELATIVE VALUE

CRD

One

Negligible

REMARKS

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RECORDED WITH NO. [redacted]

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[redacted]

[redacted]

27 November 1981

OFFICE, DIVISION, BRANCH, SECTION

DA/OIS/CRD

[redacted]

322 Ames Building

TITLE OF FILES

DCI Retention of Classification

DESCRIPTION

Original documents signed by the DCI certifying that the classification of documents must be extended in accordance with certain sections of E.O. 12065. Also included in these files are copies of memoranda from the DDA to the DCI recommending continued classification of the documents referred to above.

INDEXING ARRANGEMENT

Chronological

1977-Present

MEDIA OF RECORDS

Paper

Once a month

OFFICE OF RECORDS

CRD

SEVERAL SMALL FOLDERS

Negligible

REMARKS

RECORDS INVENTORY WORK SHEET

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STA	OFFICE, DIVISION, BRANCH, SECTION	CUSTODIAN	LOCATION OF FILES
	DA/OIS/CRD		322 Amos Building
	TITLE OF FILES Publication Review		
	DESCRIPTION Copies of correspondence concerning policy and procedures for the submission and review of manuscripts written by present and former Agency employees. Copies of Publication Review Board minutes of meetings and activity reports. Procedures for referral of manuscripts to DOD for publication review. Also, copies of the results of CRD's review of manuscripts.		
	FILING ARRANGEMENT	INCLUSIVE DATES	
	Chronological	1979-Present	
	MEDIA OF RECORDS	FREQUENCY OF USE	
	Paper	Frequently	
	OFFICE OF RECORD	VOLUME (CUBIC FEET)	RATE OF ACCUMULATION
	PRB	0.5	Negligible
	REMARKS		